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**MILWAUKEE COUNTY EMS  
ADMINISTRATIVE POLICY  
DATA, BILLING COLLECTION AND  
OTHER INFORMATION REQUESTS**

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Reference:
Page 1 of 1

**POLICY:** Each municipality will cooperate in the collection of information necessary to collect charges, information on service provision, and/or other data regarding paramedic and/or paramedic first response services.

All patient care encounters will be documented and submitted by the Municipality in a format that is recognized by County's database and does not alter County's process and ability to store, search and perform quality data checks and prepare reports.

- Patient evaluations may be documented on the Milwaukee County EMS run report in accordance with the instructions provided in the *Handbook for Completing the Scannable EMS Report Form*. Milwaukee County EMS will design, order, and direct distribution of the forms.
- The municipality may choose to develop an alternative method of data collection that will require special equipment, programming and/or technical support to transmit data and perform quality checks. In such instances, the municipality will be responsible for any and all costs incurred by County for such programming, equipment and technical support.

EMS run reports or electronic information will be submitted to the County within five business days of the run, including:

- Patient signatures
- Demographic information
- Insurance information.